



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

*APPOINTMENT IS SUBJECT TO ADMINISTRATIVE APPROVAL.*

**POSITION: ACCOUNTING SPECIALIST, FAIR POLITICAL PRACTICES COMMISSION**  
**1 POSITION**

**DIVISION: ENFORCEMENT**

**SALARY: \$4516 - \$5489**

**FINAL FILING DATE: JULY 31, 2006 OR UNTIL FILLED**

### **Duties and Responsibilities:**

The incumbent performs a variety of auditing and accounting duties including: conducting mandatory campaign audits of campaign statements filed by candidates for State Controller and Board of Equalization, pursuant to section 90006 of the Political Reform Act; conducts or participates in investigations of suspected violations of the Political Reform Act involving complex accounting problems; prepares reports and correspondence; assists in preparation of cases for administrative hearings and civil trials; instructs, advises and works with other enforcement staff members who encounter accounting problems during investigations; acts as liaison between the Commission and the Franchise Tax Board Political Reform Audit Program; reviews audit reports prepared by the Franchise Tax Board and makes recommendations regarding appropriate Commission action.

### **Desirable Qualifications:**

Knowledge of the Political Reform Act and all regulations enforced by the Commission. Candidates should possess the ability to apply accounting principles and procedures to activities regulated by the Act, analyze data and draw sound conclusions, speak and write effectively, be willing to travel throughout the State and work long and irregular hours. Knowledge of computer spreadsheet and word processing programs is essential.

### **Who May Apply:**

**The applicant must be reachable on a current employment list or be a current or former state employee with eligibility for this classification. All applicants must clearly indicate their basis for eligibility on the state application. Applications will be screened and only the most qualified candidates will be scheduled for an interview.**

### **Where to Apply:**

If you wish to be considered for the position, please forward a State application (STD. 678) and resume to:

Fair Political Practices Commission  
**Accounting Specialist Position**  
428 J Street, Suite 620  
Sacramento, CA 95814-2329

**Contact:** Gail Ziese, (916) 327-8692

06/16/06

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.